

THE
SALON
PROFESSIONAL
ACADEMY

STUDENT CATALOG
VOLUME 2

566 Theater Road • Onalaska, WI 54650
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Mission Statement

Our mission is to produce highly trained and well prepared graduates to be successful in a professional salon environment. We are committed to excellence in cosmetology arts and sciences education.

Accreditation

The Salon Professional Academy is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

History

The Salon Professional Academy opened September of 2006. We offer training in Cosmetology – students are trained to provide services in hair, Aesthetics and nail technology; Aesthetics – skin care; and Nail Technology. We train students for entry-level positions in a professional salon environment. Part of their education is providing quality, affordable services to the public. Training and services takes place in a 9,200-square-foot facility located at 566 Theater Road, Onalaska.

Community

The Salon Professional Academy is located in Onalaska, Wisconsin, a growing community on the Mississippi River just outside of La Crosse, home to more than 50,000 people. There are nice parks and public facilities in addition to great living, dining, and shopping areas. Shopping, dining and outdoor activities and sightseeing are all within minutes of the school.

Facilities and Equipment

The Salon Professional Academy is a beautiful, 9,200-square-foot quality educational facility with professional equipment. The facility is designed to meet the needs of the students and the programs offered. The campus consists of administrative and faculty space, as well as three classrooms which are furnished with audio visual aids. The salon area consists of four facial beds, eight manicure and eight pedicure stations, 44 styling stations and a retail area for our students to utilize during their training. Students are furnished with private lockers and a break room area. The school is located near the mall with easy Interstate access.

Instructional Material

The books used in the Cosmetology, Aesthetics and Nail Technician programs are updated at least once each year. Prior to the start of each class, text and equipment are ordered. For programs which it is required, every student receives a brand new kit, which includes their texts and necessary tools they will need to complete the program. Products which will be used by the students are included in the price of tuition, but are not distributed to the students in their kits.

The Salon Professional Academy opened its doors in 2006, which means that most of our devices and instructional aids are still relatively new. Also, student kits are ordered prior to the start date of each class. This ensures that the students are able to receive the most current items available. Items used for teaching each program are updated regularly as well. Instructional tools such as hair color DVDs are updated regularly to ensure they stay current with the trends. Product knowledge is taught based on the most current

products in the market. Instructors also use websites, such as Redken.com, to assist in teaching the students the most current information. Other instructional aids, such as posters, are updated when necessary.

Instruction Personnel:

Penny Nelson, Director of Education
Julie Bartheleme, Cosmetology Educator
Neysa Potrykus, Cosmetology Educator
Barb Johnson, Cosmetology Educator
Roseanne Brown, Cosmetology Educator
Lisa Green, Cosmetology Educator
Alison Bright, Cosmetology Educator
Jacqui Streicher, Cosmetology Educator
Katie Danforth, Cosmetology Educator
Jane Miller, Cosmetology and Aesthetics Educator
Kathryn Gaither-Holter, Cosmetology Educator

Responsibility for Catalog Information

Each student is responsible for knowing the information in this catalog. The Salon Professional Academy reserves the right to change policies and/or to revise curricula.

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IMPORTANT INFORMATION FOR ALL COURSES

Admission Criteria- A student must have a high school diploma/G.E.D. certificate or transcript with proof of graduation before beginning classes. A student must be eighteen years old or have contractual permission from their parent or guardian. Also must be a citizen or national of the United States or a qualified alien or nonimmigrant lawfully present in the United States.

Admission Requirements for U.S. citizens- The following are required for admission to all programs at The Salon Professional Academy:

1. An enrollment application
2. The required enrollment fee
3. A copy of the student's high school diploma or G.E.D. certificate or high school Official Transcript with the graduation date
4. A copy of the student's high school Official Transcript and any post high-school transcripts
5. A copy of the student's driver's license or social security card and other proof of age
6. A signed complete enrollment agreement.
7. A photograph of the student
8. Must sign all pre enrollment forms , i.e.: Satisfactory progress, Right to know and Campus security

Admission Requirements for non-U.S. citizens-International applicants must meet all admissions criteria and complete all admissions requirements prior to being enrolled. Applicants must also provide appropriate immigration documentation. Applicants must enclose original or certified documents with English translation with their application.

Application Procedures

1. Send the completed enrollment application to The Salon Professional Academy.
2. Have high school and post-high school Official Transcripts sent to The Salon Professional Academy.
3. Schedule a visit and tour. Meet our staff. Learn about curriculum, books, kits, the apparel code, and payment options.
4. Sign the enrollment agreement and pay enrollment fee.
5. Fulfill the requirements and submit the material listed in the section "Admissions Requirements" (above).

You can start the process with our online application which can be found at www.salonproacademy.com. If you have any questions about the process please call our admissions line (608)781-8772.

The Salon Professional Academy does not participate in an ability to benefit program.

Transfers - A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer's program must be evaluated on an individual basis. No

more than 20% of the program can be credited from another institution. Transfer students pay full tuition. Transfer students must begin at the beginning of the course. All accepted transfer hours are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs.

Transfers to other schools -Every institution has its own policy regarding transferring credits. The Salon Professional Academy cannot guarantee the transferability of any particular courses.

Objectives - The Salon Professional Academy trains the students to become service professionals in Cosmetology, Aesthetics, and Nail Technology (manicuring).

Orientation - All courses have a complete orientation on the first day of classes.

Class Size - The Salon Professional Academy limits the class size for all courses. For each class, we accept

- Cosmetology: 20 students
- Aesthetics: 8 students
- Nail Technician: 16 students
- The maximum number of students/instructor when students are on the salon floor is 20/1.

Early enrollment is encouraged.

Hours - The Salon Professional Academy is open Monday through Saturday plus evenings.

Class Starting Dates - Cosmetology classes begin six times each year. Nail technician and Aesthetics classes are held once each year. Starting dates for instructor training will be reviewed on an individual basis.

Books, Kits, Equipment and Products

Appropriate books and kits are provided by The Salon Professional Academy and issued to the student during training. Students provide their own paper supplies

The books used in the Cosmetology, Aesthetian and Nail Technician programs are acquired through Pivot Point, who updates their texts (minimally) once annually. Each student is also given a jump journal, which helps them track their progression through the program.

Prior to the start of each class, text and equipment are ordered, ensuring that each new class has up to date materials and equipment.

Each student also receives a kit, which is included in the cost of their tuition. The kits include the tools that are necessary for the student to complete the program successfully. Also included in the cost of tuition are all consumable products that the student will use throughout their education.

Cosmetology students are provided with a professional-grade styling equipment, including a blow dryer, 2 curling irons, flat iron, shears, thinning shears, clippers, razor, manicure/pedicure set, apron, 2 sets clips, TSPA tote, and mannequin heads. The Salon Professional Academy is an exclusively Redken salon, using only Redken shampoos, conditioners, treatments and color.

Aesthetician students are provided with a professional quality makeup brushes. School equipment that students can use includes four facial machines. Bioelements products are used for skin care services, with the exception of makeup where Mirabella cosmetics are used.

Nail Technology students are provided student kits in a professional carrying case that locks. The manicuring/pedicuring supplies include extension application and filing supplies (2 acrylic systems- Clarite' odorless system and a Competition 3000 formula system), backscratcher fiberglass nail system supplies and DVD. School equipment that students can use includes an electric drill for filing and Axium gel system. OPI products are used for all nail services.

All of the products and tools used are purchased through Marshalls Salon Services, one of the two local salon distributors. These items are the same items that are purchased for use by salons in our area.

Apparel - Students wear academy-approved professional apparel and shoes.

Holidays - The Salon Professional Academy is closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Graduation - Graduates earn a diploma. Transfer students who do not start from the beginning of our program receive a certificate of completion.

ACADEMIC INFORMATION

Graduation Requirements - A grade average of 85% is required for graduation from any program at The Salon Professional Academy. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All lab and coursework must be completed in order to graduate.

The following are required for graduation from all programs:

1. Completion of state required number of hours
2. Completion of all assignments and tests
3. Completion of weekly project sheets and weekly grade sheets
4. 85% attendance and an 85% grade average
5. Payment of all tuition, fees, and over-contract charges or arrangements under the payment policy.

Clock hour - A unit of instruction which spans 60 minutes of (real) clock time. The Salon Professional Academy reports to the State of Wisconsin Department of Regulation and Licensing in clock hours. Attendance records are maintained through the computer system.

Grades - The Salon Professional Academy uses a 100-point grading scale: 85-100% is passing, 0-84% is not passing. Grades are given for classroom work, projects, and styling area performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

Incompletes - Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

Inadequate Grades - When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard.

Probation - If a student is not at an 85% grade average or attendance average at the end of each term, the student may be placed on probation in order to raise the grade average or improve the attendance average, and the student will be considered to be making academic progress during this probation.

Suspension - Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be advised of the problem and what the student must do to correct the problem. It is the intent of the school to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of The Academy to inform the student and to tell the student how deficiencies can be corrected.

Termination - A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with the policies of The Salon Professional Academy as outlined in the policies and this catalog.

Terms of Re-entry - A student who must withdraw temporarily may re-enter the school under the following conditions: 1) the student had satisfactory progress academically and in attendance when the temporary withdrawal began; 2) the student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or the student or the student's family member required medical attention that required the student to temporarily withdraw. Under any one or combination of these conditions the student will be re-admitted without prejudice.

Terms of Re-entry After Termination Due to Unsatisfactory Progress - A student who wishes to reenroll in the Academy after being terminated for unsatisfactory progress will be required to provide proof of ability to meet the satisfactory progress policy prior to re-admittance. If a student was terminated from the program due to poor attendance, the student will be required to provide proof of acceptable attendance prior to re-enrolling. Examples of acceptable proof include attendance history at place of employment or through volunteer work. If a student was terminated from the program due to failure to maintain an 85% GPA, the student must attend a course on student success or learning strategies prior to re-enrolling. Course recommendations can be obtained through the Director of Education, and the student will be responsible for all costs associated with the course.

Each student will be evaluated on an individual basis by the Director and/or Director of Education who will inform the student of acceptable forms of proof and requirements for re-admittance.

Complaint Procedure - Students with complaints should submit a signed complaint in writing to a director. A director will review the complaint and notify the student as to how the issue will be resolved. If the student is not satisfied with the proposed resolution, the issue will be forwarded to the owners. The owners will communicate with the student as to how the issues will be resolved. A copy of The Salon Professional Academy's Complaint Form is available at the school and may be obtained by contacting Penny Nelson, Director of Education.

Student Complaint/Grievance Procedure - Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

**2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Penny Nelson, Director of Education.

Licensing Requirements

- To become licensed in **Cosmetology** in Wisconsin, students must complete 1800 hours of approved training, graduate from an approved school, and pass the state board exams.
- To become licensed in **Aesthetics** in Wisconsin, students must complete 450 hours of approved training, graduate from an approved school, and pass the state board exams.
- To become licensed in **Nail Technology** in Wisconsin, students must complete 300 hours of approved training, graduate from an approved school, and pass the state board exams.

STUDENT SERVICES

Purchases - Students are allowed to purchase Academy apparel at discounted prices.

Personal Coaching - Students are encouraged to confer with their coach on progress, concerns, and suggestions for improvement. If additional assistance is needed, students are encouraged to meet with the Director of Education regarding their concerns.

Housing - Contact the admissions staff for assistance in locating housing.

Extra Education - Special extra educational events are readily available for students at The Salon Professional Academy. Students are kept aware of what's going on in the profession while in school.

Career Planning - The Salon Professional Academy will assist in career planning to interested students.

Placement Assistance - The Salon Professional Academy maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Salon Professional Academy cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement. This service is available to all of our graduates at any time throughout their career with no fee to the student or the employer. The Salon Professional Academy believes that only when the student is gainfully employed in the chosen field is our job complete.

Reciprocity - Licensed Cosmetologist, Aestheticians, and Nail Technicians from Wisconsin may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

Career Opportunities - There are many opportunities open to licensed Cosmetologists, Aestheticians and Nail Technicians. The Salon Professional Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons and destination spas. Additional industry experience could lead to employment as a manufacturer/sales education person, a distributor sales consultant, and in admissions and financial aid in cosmetology schools. Additional licenses are required to become an educator in a school of cosmetology arts and sciences.

Surety Bond Information

For any surety claims regarding bond # 55-194772

Please contact:

United Fire and Casualty
Bond Department
118-Second Ave South East
Cedar Rapids, IA 52407-3909

Phone: 800-553-7937
Fax: 888-603-1732

SCHOOL POLICIES

Policies - During orientation, each student is issued a copy of and agrees to abide by the policies for The Salon Professional Academy students including standards for conduct, appearance, attendance, cell phone usage and courtesy.

Standards - Students at The Salon Professional Academy must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught at The Salon Professional Academy.

Rights and Privacy - It is the policy of The Salon Professional Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. We do not release "directory information." Parents/guardians of a minor (or dependent) student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

Appearance - Your image must be professional. You are selling beauty services. You must look the part. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes and smile are part of your total look. Your appearance influences the guest. Your hair must be styled and makeup applied before arriving. You need an educator's permission to have personal services done during school time. Students in good standing will receive a monthly student service voucher. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or spray handy. Wear your identification badge at all times. If you lose your badge contact the Director of Education to replace it. You will pay for replacement badges.

Dress Code - Cosmetology - The Salon Professional Academy's dress code is all black. Shoes must be all black. No tennis shoes or flip flops are allowed. Black sandals must be leather and dressy, toes must be polished. Absolutely no denim will be allowed. Avoid bulky sweaters, low cut tops, spaghetti straps and tube tops. No bare midriffs, tops must overlap bottoms at all times. Bottoms must also be black, dresses, skirts and shorts must be at least knee length and not too tight. If wearing tights they must be black or neutral in color. Leggings can be worn as long as the top worn with them is at least knee length. Socks must be black.

Dress Code - Nails and Aesthetics - The Salon Professional Academy's dress code for Nail Technicians and Aestheticians is white tops with khaki bottoms. Shoes must be all brown. No tennis shoes or flip flops are allowed. Brown sandals must be leather and dressy. Aesthetic students will need to purchase a white lab jacket. Avoid bulky sweaters, low cut tops, spaghetti straps, and tube tops. No bare midriffs, tops must overlap bottoms at all times. Absolutely no denim will be allowed. Bottoms must be khaki, skirts and shorts must be at least knee length and not too tight. Socks or tights must be white, tan or brown.

If you are not professionally dressed you could be sent home

Conduct - Choose your words carefully. Swearing and other improper language will not be tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around a station where another student is working with a guest. Destruction of school supplies or property will not be tolerated. Students will be under the supervision of educators at all times. Always get an educator's consultation before you proceed with guest services. Failure to comply with conduct policy could result in termination from the program.

Non-Harassment Policy (Includes sexual harassment) - Our Academy does not tolerate and expressly condemns any harassment of our employees, students or guests by any employee, student or non-employee. Any form of harassment relating to any persons race, color, gender, religion, national origin, age, sexual orientation, or disability is a violation of our policy, and will be treated as a disciplinary matter. For our purposes, the term "harassment" includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, sexual orientation or disability. "Harassment" also includes unwelcome sexual or social advances, request for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Proven violation of this policy by a student shall subject that student to disciplinary action up to and including termination from the program.

If you feel you are being harassed by any other student, employee, supervisory or non-supervisory, because of your race, color, gender, religion, national origin, age, sexual orientation or disability or are subjected to sexual harassment, you should at once make your feeling known to the Owner or a Director. We will give top priority to any such matter. We will see that the matter is investigated and, where appropriate, that disciplinary action is taken.

Harassment of our students in connection with their learning by non-employees may also be a violation of this policy. Any student who becomes aware of any harassment of any student by a non-employee should report such harassment to the Owner or a Director. Appropriate action will be taken against violation of this policy by any non-employee.

Phones and Cell Phones - Ask permission of an educator to use the school phones. Personal phone calls should be limited to emergencies only. Use your credit card for long distance calls. Cell phone use is restricted to the lounge or outside on breaks or lunch periods. Turn your cell phone off when you arrive at school and store it in your locker. Cell phones are not allowed in the classrooms or salon area.

Care of Texts, Kits, and Equipment - Your texts and kits are provided. Have them in school every day. If an item is lost or broken, replace it promptly. The Director of Education will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools. Your texts are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. School equipment is not to leave the school at any time.

Courtesy - Common courtesy is expected. Use "please" and "thank you." Address your educators and guests properly by using Mr., Mrs., Miss, Ms. (as they prefer) and their last name. Never refer to anyone by an unprofessional nickname or last name only. Address your fellow students by their first names or their first and last names.

Library - A library is provided for your use. You may check out books during the day and take them home over night. They must be returned the next day. You can also access the online library 24 hrs a day at <http://www.salonproacademy.com/learning-resources/>.

Hours - School hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. Students may not attend more than eight hours per day. School holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. A student may be sent home for all or part of a day for rule breaking. The electronic scanner time clock keeps your hours record in minutes. Even one minute late is a tardy!

Smokers - If you are a smoker, you will be assigned smoker's cleanup duty in addition to your sanitation duty. Please smoke in designated smoking areas only, making sure to use the ashtray provided. If the ashtray is not being used, smoking privileges will be terminated.

Lockers - Each student will use the locker provided by the academy, to store personal items. Students are provided with a padlock and key that must be returned in working condition or a fee will be charged. Keep your locker clean. Do not put anything belonging to the academy or anyone else in your locker. Nothing should be stored on top of lockers; this includes sodas, towels, etc. Lockers must be cleaned out 7 days from the day you graduate, drop or are dropped from the program.

Posture - When working on Cosmetology projects, please remain standing. This will help your back and posture greatly and looks so much better. Specialty course students should also use good posture practices.

Expectations - Be aware that everything you do will be evaluated and grades will be kept. Part of your professional role is looking, acting and feeling the part of a beauty industry professional. By the end of your training at The Salon Professional Academy, you will be expected to perform all skills you have been taught satisfactorily. You will not be allowed to refuse any services an educator asks you to perform.

Food and Beverages - Please keep all eating the drinking in the lounge. Water in bottles is allowed in the classroom during class. No beverages or food are allowed at styling stations, pedicure/manicure area or the facial/waxing room.

Parking Area - Please park away from the building. This leaves room for our guests to park and walk into the school.

Interruptions - When a class is being held in any room of the school, it is important that class not be interrupted. Please stay in the classroom or styling area where you are

assigned for the day. Do not roam about interrupting other students in training.

Educator in Charge - When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility of that area.

Classroom and Salon Area - There is absolutely no food or beverages allowed in the classroom or the salon areas (except water in bottles, which will be allowed in the classroom during class time). A refrigerator is in the student lounge for your use. Please label everything with your name and a date. On Fridays and/or Saturdays the refrigerator will be cleaned out and everything thrown away. Please be responsible and clean up after yourself, including dishes. Please put all your personal belongings in your locker this includes your purse and your cell phone. Personal items should not be in your work station. You are given a 1 hour lunch and 2 fifteen minute break times, when you are not on break you are expected to be in the area you are assigned.

Time Clock Policy- A one hour lunch is automatically deducted, however, if a student leaves the building for any other reason during their scheduled day, they must clock out prior to leaving, and clock back in when they return.

Make Up Policy - Special and emergency absences may be granted by the educators. Students are responsible for scheduling make ups. All make up work must be handed in within one week or it will result in a zero. When absent the day of an exam, it must be made up within one week of the student's return. After this a zero will be given. If a make up day is scheduled and the student fails to come to school on that day, the student may not be able to make up time again for a month. If making up a half day, you must choose to make up time from 9 a.m. until 1 p.m. or from 12 noon until 4 p.m.

Make-up days (during Foundations training) - During the first 9 weeks of training The Salon Professional Academy will allow a student to make up 3 days of missed excused absences. These make-up days must be completed on Saturdays. The student will work with the Director of Education to set up any make-up days. If a make up day is scheduled and the student fails to come to school on that day, no other make up days will be granted during Foundations.

Copyright Policy- Title 17 of the United States Code governs the photocopying and other reproduction of copyrighted material. This law provides that under certain conditions, libraries and educational institutions are authorized to provide photocopies or other reproduction of copyrighted material. One of these conditions of fair use states that copyrighted materials cannot be “used for any purpose other than private study, scholarship or research.” If a person obtains copyrighted material under this condition and later uses it in excess of the fair use, that person may be liable for copyright infringement. The Salon Professional Academy reserves the right to refuse to provide copyrighted materials if in our judgment, providing these materials would result in a copyright infringement. Plagiarism or other unlawful use of copyrighted materials will not be tolerated at The Salon Professional Academy. If an infringement occurs, disciplinary action will be taken to the extent seen fit by the owners or administrators of The Salon Professional Academy. For additional information on copyright laws, please visit the U.S. Copyright Office at <http://www.copyright.gov/>.

ATTENDANCE POLICY

Student attendance is part of the training course. Students are expected as they would also in the work environment, to be in school on time on their assigned days. However, it is understood that occasionally a student may be absent. Therefore, provisions as follows are made for these items:

A barber/cosmetology student is allowed five (5) days absence during the training period. *Part-time cosmetology students are allowed ten (10) days absence during the training period. *This does not apply to the nail technology or aesthetics programs.*

Excused absences must be provided the day of return to school to be considered excused.

Excused absences are a privilege allowed to you by the ownership of the school. Student who abuse this privilege jeopardize their continued participation with the excused absence policy.

Students must furnish verification from a doctor, dentist, or appropriate professional in order to have an absence excused. The contract date of graduation for all students may be extended in the event of illness, death in the family, or severe weather. Students that attend on their scheduled days off, regardless of program, must be here from 9:00 a.m. – 4:00 p.m., 9:00am - 1:00pm or 12:00pm – 4:00 p.m. unless other arrangements have been made in advance with the Director of Education.

In the event of death in the immediate family; meaning spouse, child, parent, grandparent, brother or sister, students are granted 3 excused days.

Any missed work or exams will be rescheduled at the discretion of the educator.

Regardless of excused or unexcused, all missed time must be made up prior to graduation.

If a cosmetology student has a situation, which requires a Leave of Absence, a leave of absence may be granted by completing/signing a leave of absence form accompanied with a medical excuse from a doctor on appropriate letterhead prior to being submitted to the administration for approval. Failure to sign the leave of absence form could result in being withdrawn from the program.

The leave of absence shall not exceed one hundred and eighty (180) days, and this time will not affect his/her satisfactory progress standing. A leave of absence may extend the student's contract period and a minimum time frame by the same number of days in the leave of absence. A student taking a leave of absence that is not in satisfactory progress and has been put on probation may return to school, but will remain on probation. An approved leave of absence is not considered a withdrawal. If a student does not return after the leave of absence, that student is considered withdrawn. A refund calculation would then be performed. Any required refund would be paid within 30 days. *Any exceptions to this policy must be approved through the Director.*

Students should be advised that your 6-month grace period for Title IV Loans will be reduced for the period of time they were on a leave of absence.

Tardiness Policy - Excessive tardiness may result in written reprimand. All tardy time counts against attendance for satisfactory progress in the program.

DISCIPLINARY ACTION

If any behavior of a student is subject to disciplinary action, it will be administered fairly and equally. It is not possible to list every conceivable infraction, which may subject a student to disciplinary action; however, the infractions listed below provide a guideline as to when disciplinary actions may be administered:

- Violation of State Licensing Regulations
- Refusal to perform a service on a client
- Leaving school without permission
- Failure to punch in or out
- Taking school merchandise without paying for it
- Theft
- Dishonesty
- Discourteous treatment of clients
- Falsifying records or information
- Insubordination
- Failure to follow instructions
- Fighting, immoral conduct, threats or intimidation of others
- Sleeping while clocked in
- Failure to report an accident or injury immediately
- Being absent without notice or excuse
- Attending school while under the influence of drugs or alcoholic beverages
- Possession of drugs or alcoholic beverages on school premises
- Inappropriate appearance
- Improper language
- Improper use of phone or cell phone
- Excessive tardiness
- Unauthorized solicitation
- Possession of weapons on school property will result in immediate termination.

Students are required and expected to act in a professional manner. Inappropriate behavior which could distract other people and/or disrupt classroom procedures will not be tolerated. The school may suspend any student for immoral or illegal conduct. In the case of the use or possession of alcohol or drugs, weapons, cheating or plagiarism, the school shall be the sole judge of such conduct.

Disciplinary Procedure:

When an infraction of the policies in this catalog occurs, the disciplinary procedure will be as follows, unless the action can potentially cause harm to the health and safety of the students or staff, in which case the school reserves the right to indefinitely suspend the student immediately.

1. First and all subsequent infractions will result in a written reprimand.

2. Three (3) written reprimands will result in a three (3) day suspension from school.
3. If a student receives two (2) three (3) day suspensions, the third suspension will result in indefinite suspension.

During a student suspension, student prices do not apply and vouchers for services will not be honored. Regular prices must be paid for all services.

Indefinite suspension may result in the student being required to appear before the Review Board. If the student is asked to appear they will be notified by mail or they may also be required to sign a form specifying the date and the time of the Review Board.

1. Review Board members may consist of the Director, the Director of Education, Financial Aid Administrator, and an educator.
2. When the Review Board occurs, the student will state the situation, give alternate solutions and answer any questions asked by Board members. Minutes will be taken, and the meeting will be recorded. Following the meeting, the Board will decide upon the action to be taken. The Board will send their written decision to the individual by return receipt mail within ten (10) business days following the meeting.
3. The Review Board may expel the student, impose a set term of suspension, end the suspension, or take other appropriate action in its discretion.

Each case will be considered on an individual basis, and minor offenses may be viewed as major in light of recent history or habitual offenses of other school rules. Expelled students must show cause in writing why they should be allowed to return to school.

Upon being allowed to return to school by the Review Board, a student will be terminated for three minor infractions or any major violation of policies including but not limited to:

- Violation of State Licensing Regulations
- Refusal to perform a service on a client
- Leaving school without permission
- Failure to punch in or out
- Taking school merchandise without paying for it
- Theft
- Dishonesty
- Discourteous treatment of clients
- Falsifying records or information
- Insubordination
- Failure to follow instructions
- Fighting, immoral conduct, threats or intimidation of others
- Sleeping while clocked in
- Failure to report an accident or injury immediately
- Being absent without notice or excuse
- Attending school while under the influence of drugs or alcoholic beverages
- Possession of drugs or alcoholic beverages on school premises
- Inappropriate appearance
- Improper language
- Improper use of phone or cell phone

- Excessive tardiness
- Unauthorized solicitation
- Possession of weapons on school property will result in immediate termination

Any student that is allowed to return to school by the Review Board is allowed only one unexcused absence per evaluation period.

Keep in mind that any tardies and absences may put you over your contracted graduation date, resulting in over contract fees and possibly having an adverse effect on any financial assistance which you are receiving.

SATISFACTORY PROGRESS POLICY

All students attending The Salon Professional Academy must maintain satisfactory academic progress (SAP) which is defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 85% attendance.

SAP checkpoints are as follows:

- a) Day Cosmetology - at 136 hours (7.5%), 450 (25%), 900 (50%), and 1350 (75%) hours
- b) Night Cosmetology - at 136 hours (7.5%), 450 (25%), 900 (50%), and 1350 (75%) hours
- c) Night Aesthetics - at 64 hours (10.7%) and at 225 hours (37.5%)
- d) Day Aesthetics - at 80 hours (13.3%) and 225 hours (37.5%)
- d) Night Nail Technology - at 64 hours (14.2%) at 150 hours (33.3%) and at 225 (50%)

At these checkpoints, the student must have attended at least 85% of the scheduled hours, and must maintain an 85% grade point average to be considered making SAP. The maximum time frame in which any student can complete their program is 150% of the normal duration of the program. However, any student who attends beyond the contract end date will pay additional fees as stated in the student's contract.

If at one of the above checkpoints, the student is not making SAP, the student will be advised by the financial aid and/or education office that he/she will not receive their disbursement until they achieve SAP. The student will also be advised that he/she is being placed on academic probation. Documentation will be placed in the student's file. The student will be informed that he/she will be put on academic probation until he/she can reach SAP or for a maximum of one checkpoint (payment term). If the student is able to reestablish SAP status during the probationary period he/she will still be eligible for Title IV aid. Cosmetology students can be placed on academic probation a maximum of two times. Students enrolled in the Nail Technology or Aesthetics programs can be placed on academic probation once.

Each student is an individual, so are his/her problems. All student files will be documented as to the specific circumstances of his/her probation.

After the probationary period, if the student has not met the minimum requirements for satisfactory progress, the student will be deemed ineligible for Title IV aid and/or Veterans benefits for that payment period. The student will only be allowed to continue in his/her program if the student demonstrates willingness and/or is attempting to comply with satisfactory progress standards and pays privately for that payment period. The student will not be eligible for any subsequent Title IV aid payments until he/she meets the SAP standard again.

If the student fails to demonstrate a willingness, is not attempting to comply with satisfactory progress standards, or if the student fails to make payments during this period, the student may be withdrawn from the Academy for unsatisfactory progress. Any Title IV aid and/or Veterans benefits will be terminated, and the appropriate agencies will be notified that the student has been withdrawn.

A student may appeal an unsatisfactory progress determination to the Director or Owner

in writing concerning the unsatisfactory determination. The Director or Owner will review the individual's case privately and then hear the educator's evaluation with the student present. The Director or Owner will then make a determination. A student making unsatisfactory progress may be reinstated for academic and financial aid purposes after a successful; appeal or after repeating a section of training successfully.

A student, whose appeal was approved, will be re-admitted with the approval of a Director or Owner. The student will still be on probation upon re-entry. The student must attain satisfactory progress by the next payment period in order to be eligible for Title IV aid and/or VA benefits in that payment period.

A student who must take an approved leave of absence or must withdraw from training for non-academic reasons may return to the program with no loss of satisfactory progress, if the student was making satisfactory progress when the student left.

There are no incomplete, remedial, or non-credit courses offered at this institution. A withdrawal from the program has no impact on satisfactory progress determination.

In the case of a temporary interruption of attendance, a Cosmetology student can take up to one hundred and eighty (180) days, and this time will not affect his/her satisfactory progress standing. A leave of absence may extend the student's contract period and minimum time frame by the same number of days in the leave of absence. A student taking a leave of absence that is not in satisfactory progress and has been put on probation may return to school, but will remain on probation.

PROGRAMS OF STUDY

Full Time Cosmetology Course

1800 hours, 34 hours/week, approximately 56 weeks or 13 months

Enrollment fee \$150

Tuition \$17,900 including books and kit
(For classes starting before July 1, 2010)

\$18,900 including books and kit
(For classes starting after July 1, 2010)

For classes starting before July 1, 2010:

The Student shall pay to the Academy the tuition fee in the amount of \$17,900.00, (equal to 1800 hours @ \$9.94 per hour.) Payment must be paid in full before completion of the classes. The down payment of \$3,580.00 is due 30 days before classes begin. The remaining tuition to be paid is \$1,193.33 per month. The first monthly payment is due the first day of classes and remaining payments are due on the first day of each month until paid in full. With this option, you must sign a Retail Installment Agreement setting forth the Truth-in-Lending provisions required by law.

For classes starting after July 1, 2010.

The Student shall pay to the Academy the tuition fee in the amount of \$18,900.00, (equal to 1800 hours @ \$10.50 per hour.) Payment must be paid in full before completion of the classes. The down payment of \$3,780.00 is due 30 days before classes begin. The remaining tuition to be paid is \$1,260.00 per month. The first monthly payment is due the first day of classes and remaining payments are due on the first day of each month until paid in full. With this option, you must sign a Retail Installment Agreement setting forth the Truth-in-Lending provisions required by law.

We accept cash, check or credit card, money order for any payment. No interest will be charged on payment plans, as long as payments are made on time.

Cosmetology Training

Our students are trained to find entry-level employment and be successful in a professional salon environment. We prepare students with the technical skills necessary to successfully complete the State Board of Cosmetology licensure examination. Critical skills such as goal setting, communication, guest handling, and professionalism are also an integral part of the training program.

Cosmetology training at The Salon Professional Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The school offers an 1800-hour training program in cosmetology that meets Wisconsin state standards including the following:

	Hours
Hygiene, grooming and personal development	10
Bacteriology, sterilization and sanitation	40
Tools, equipment and implements	12
Haircutting, hair tapering (clipper cuts), razor cutting, hairstyling, curling, thermal waving, fingerwaving, roller setting, pincurl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts	600
Hair straightening, hair relaxing, thermal hair straightening, blow outs, permanents, hair coloring, tinting, bleaching and chemistry	590
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity and introduction to electrology	95
Manicuring, including artificial nails	35
Anatomy and physiology of the hair, skin, scalp and nails	50
Product knowledge, product use and sales, preparing and consulting with customer for services	45
Laws, rules, professional ethics and history of barbering and cosmetology	18
Individual student needs, industry trends and electives (e.g., recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.)	305
TOTAL	1800

Cosmetology Course Descriptions

- **Hygiene/Grooming:** The study of personal and public hygiene, visual poise and personality development.
- **Bacteriology, Sterilization and Sanitation:** The study of the different types of bacteria, as well as the infections that they cause. Different methods of sanitation and sterilization are discussed.
- **Anatomy/Physiology:** The study of the structure and science of the human body, including its systems.
- **Chemistry:** The study of the chemical properties of the substances involved in cosmetology, which includes the study of atoms, hair and skin structure and chemical substances applied to the hair.
- **Electricity:** The study of rays and currents in the field of cosmetology and their therapeutic use on the skin and scalp.
- **Skin and Scalp Care:** The study of basic dermatology and disorders of the skin and scalp. Trichology (the study of hair) is also covered.
- **Hair Shaping:** The study of techniques involved in hair design. Includes a working knowledge of cutting implements and trends, and cutting principles.
- **Chemical Waving/Relaxing:** The study of the chemistry involved in waving and relaxing, as well as its reaction on the different types of hair. The physical applications and manipulations involved in these procedures are also covered.
- **Chromotology/Hair Coloring:** The study of the chemistry involved in hair coloring, including types of tints and lighteners as well as their application.
- **Wigs and Hairpieces:** The study of the various classifications of wigs and hairpieces, such as their care, styling and maintenance.
- **Manicures and Pedicures:** The study of nail structure and growth along with the diseases of nails. This includes the study of the application of sculptured nails and tips. Also included is creative artistry as well as the techniques of a manicure and pedicure.
- **Facials and Cosmetic Use:** The study of facial manipulation masks and packs make-up use and application, and superfluous hair removal.
- **Laws:** The study of Wisconsin state laws regarding all aspects of the field of cosmetology, including licensing, salon ownership and salon management.
- **Hair Products:** The study of current products on the market for skin and scalp care.
- **Business Principles of Salon Management:** The study of salon operations, ownership, inventory control, advertising and other practices involved in managing a salon.

Cosmetology – Full Time Schedule:

Weeks 1-9

- Monday thru Thursday 8:30 a.m. - 4:30 p.m.
- Friday 9 a.m. – 4 p.m.
- 1 Hour Lunch

Weeks 10-56

OPTION A:

- Monday & Wednesday 9 a.m. – 5 p.m.
- Tuesday & Thursday 1 p.m. – 9 p.m.
- Every other Friday 9 a.m. – 4 p.m.
- Every other Saturday 9 a.m. – 4 p.m.

Weeks 10-56

OPTION B:

- Monday & Wednesday 1 p.m. – 9 p.m.
- Tuesday & Thursday 9 a.m. – 5 p.m.
- Every other Friday 9 a.m. – 4 p.m.
- Every other Saturday 9 a.m. – 4 p.m.

Class start date:

March 22, 2010
May 24, 2010
July 26, 2010
September 27, 2010
November 29, 2010

Vacation dates:

October 4-9, 2010
December 6-11, 2010
February 7-12, 2011
April 11-16, 2011
June 13-18, 2011

Graduation date:

April 16, 2011
June 18, 2011
August 20, 2011
October 22, 2011
December 24, 2011

**a student will be able to take vacation only if they are at least at 85 % of attendance and student academic progress*

Aesthetics Course

600 hours (Note: Wisconsin requires 450 hours, our training is 600 hours)
Program takes approximately 39 weeks or 9.75 months (600 hours/13 hours one week, 19 hours the next)

Classes meet Monday 5 – 9 p.m., Tuesday & Wednesday 4:30-9 p.m., plus every other Saturday, 9 a.m. – 4 p.m. (with a one hour lunch).

Enrollment fee \$150

Tuition \$8,990 including books and makeup brushes

The Student shall pay to the Academy the tuition fee in the amount of \$8,990.00. Payment must be paid in full before completion of classes. The Student pays a down payment of \$1,798.00 due 30 days before classes begin. The remaining tuition to be paid is \$799.11 per month for 9 months. The first monthly payment is due the first day of classes and remaining payments are due on the first day of each month until paid in full. With this option, you must sign a Retail Installment Agreement setting forth the Truth-in Lending provisions required by law.

We accept cash, check, money order or credit card for any payment. No interest will be charged on payment plans, as long as payments are made on time.

Aesthetics Schedule:

Class Start Date

July 12, 2010

Graduation Date

April 2, 2011

Aesthetics Morning Course

600 hours (Note: Wisconsin requires 450 hours, our training is 600 hours)
Program takes approximately 32 weeks or 8 months (600 hours/ 20 hours per week)
Classes meet Monday through Friday 9 a.m. – 1 p.m.

Enrollment fee \$150

Tuition \$8,990 including books and makeup brushes

The Student shall pay to the Academy the tuition fee in the amount of \$8,990.00. Payment must be paid in full before completion of classes. The Student pays a down payment of \$1,798.00 due 30 days before classes begin. The remaining tuition to be paid is \$799.11 per month for 9 months. The first monthly payment is due the first day of classes and remaining payments are due on the first day of each month until paid in full. With this option, you must sign a Retail Installment Agreement setting forth the Truth-in Lending provisions required by law.

We accept cash, check, money order or credit card for any payment. No interest will be charged on payment plans, as long as payments are made on time.

Aesthetics Mornings Schedule:

None offered at this time

Aesthetics Training

Our students are trained to find entry-level employment and be successful in a professional salon environment. We prepare students with the technical skills necessary to successfully complete the State Board of Cosmetology licensure examination. Critical skills such as goal setting, communication, guest handling, and professionalism are also an integral part of the training program.

Aesthetics training at The Salon Professional Academy includes theory and practical instruction that prepares the student to perform Aesthetics (skin care and makeup) services on the public. The school offers a 600-hour training program in Aesthetics that meets Wisconsin state standards including the following:

	Required Hours (State of WI)	Our Requirements (Exceed WI minimums)
Introduction, law and code, bookkeeping, business management, history and ethics	26	26
Safety, sanitation and sterilization	50	60
Anatomy and physiology	30	40
Chemistry, treatments and process	24	24
Treatment – product and techniques	128	148
Electricity, machines and equipment	45	55
Makeup and color analysis	32	32
Individual student needs and electives	115	215
TOTAL	450	600

Aesthetics Course Descriptions

- **Skin Care History & Opportunities:** An introduction to Skin Care History as well as an introduction to Skin Care Career Opportunities.
- **Professional Image:** An introduction to Professional Image, Personal Hygiene, Physical Presentation, Ethics and Time Management.
- **Sanitation & Disinfection:** The study of bacteria types and classifications as well as blood related diseases. The study of types of disinfectants and universal precautions.
- **Anatomy & Physiology:** An introduction to anatomy, physiology, cell growth, tissues, and main body systems.
- **Chemistry for Aestheticians:** An introduction to chemistry, properties of matter and its structure as well as the pH scale.
- **Basics of Electricity:** The study and nature of electricity, electrotherapy and light therapy.
- **Physiology & Histology of the Skin:** An introduction to functions, structure, and anatomy of layers and glands of the skin, skin color, collagen, elasticity, aging, and sun damage and protection.
- **Skin Disorders and Diseases:** Common skin conditions and disorders, types of lesions and acne.
- **Skin Analysis:** Skin types and conditions, performing a skin analysis, treatment contra indicators.

- **Product Selection & Ingredients:** An introduction to basic products, product formulation and home care, including retail sales.
- **The Treatment Room:** Professional presentation, equipment, supplies, products and sanitation procedures.
- **Massage:** An introduction to the benefits of massage, different types of massage, contraindication for massage, and massage movements.
- **Basic Facial & Treatments:** An introduction to the benefits of facial, key elements of a facial, facial products, philosophies & methods. Also includes procedures, mini facials, treatments and men's facials.
- **Machines:** An introduction to electrotherapy, skin care machines and other electrical tools and machine contraindications.
- **Hair Removal:** Methods of temporary and permanent hair removal, hair growth and characteristics
- **Advanced Aesthetics:** Topics include advanced ingredients, antioxidants, peels, aromatherapy, spa body treatments and clinical skin care procedures.
- **Make-up:** An introduction to product chemistry and assessing the client's needs and preferences to include color theory, basic makeup application, corrective makeup, false eyelashes, corrective techniques, and retail sales.
- **Laws:** The study of Wisconsin state laws regarding all aspects of the field of cosmetology, including licensing, salon ownership and salon management.

Nail Technology Course (Manicurist)

450 hours (note: Wisconsin requires 300 hours, our training is 450 hours)

Program takes approximately 29 weeks or 7.25 months (16 hours per week on average - 13 hours one week, 19 hours the next).

Nail Tech is an evening program. Classes meet Monday 5 – 9 p.m., Tuesday & Wednesday 4:30-9 p.m., plus every other Saturday 9 a.m. – 4 p.m. (with 1 hour lunch)

Enrollment fee \$150

Tuition \$5,990 including books and kit

The Student shall pay to the Academy the tuition fee in the amount of \$5990.00, (equal to 450 hours @ \$13.31 per hour.) Payment must be paid in full before completion of the classes. The down payment of \$1,198.00 is due 30 days before classes begin. The remaining tuition to be paid is \$684.57 per month. The first monthly payment is due the first day of classes and remaining payments are due on the first day of each month until paid in full. With this option, you must sign a Retail Installment Agreement setting forth the Truth-in-Lending provisions required by law.

We accept cash, check, money order or credit card for any payment. No interest will be charged on payment plans, as long as payments are made on time.

Nail Technology Schedule

Class Start Date

January 31, 2011

Graduation Date

August 20, 2011

Financial aid is currently not available for the nail technology program.

Nail Training

Our students are trained to find entry-level employment and be successful in a professional salon environment. We prepare students with the technical skills necessary to successfully complete the State Board of Cosmetology licensure examination. Critical skills such as goal setting, communication, guest handling, and professionalism are also an integral part of the training program.

Nail technology (manicuring) training at The Salon Professional Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 450-hour training program in manicuring that meets and exceeds Wisconsin state standards including the following:

	Required Hours (State of WI)	Our Requirements (Exceed WI minimums)
Introduction, law and code, bookkeeping, business management, history and ethics	36	36
Safety, sanitation, sterilization, first aid and bacteriology	35	45
Nails and skin disorders	34	44
Anatomy and physiology	26	26
Manicuring and pedicuring including artificial nails	136	176
Introduction to advertising	12	12
Individual student needs	21	111
TOTAL	300	450

Nails Course Descriptions

- **Hygiene/Grooming:** The study of personal and public hygiene, visual poise and personality development.
- **Bacteriology/Sanitation:** The study of the different types of bacteria, as well as the infections that they cause. Different methods of sterilization and sanitation are discussed.
- **Anatomy/Physiology:** The study of the structure and science of the human body, including its systems.
- **Skin and Scalp Care:** The study of basic dermatology and disorders of the skin and scalp.
- **Manicures and Pedicures:** The study of nail structure and growth along with the diseases of nails. This includes the study of the application of sculptured nails and tips. Also included is creative artistry as well as the techniques of a manicure and pedicure.
- **Nail Science and Beauty:** The study of current products and market for nail care.
- **Business Principles of Salon Management:** The study of salon operations, ownership, inventory control, advertising and other practices involved in managing a salon.
- **Laws:** The study of Wisconsin state laws regarding all aspects of the field of cosmetology, including licensing, salon ownership and salon management.

REGULATORY INFORMATION

Owners – Big Dreams, LLC, d/b/a The Salon Professional Academy, 566 Theater Road, Onalaska, WI 54650, is a corporation in Wisconsin owned by Sue Kolve-Feehan and Bill Feehan.

Administration

Sue Kolve-Feehan, Director/Owner
Penny Nelson, Director of Education
Jennifer Larson, Financial Administrator
Kelly Teeter, Recruiting Coordinator
Kelsey Williams, Administrative Support
Amy Kolve, Admissions Coordinator
Terese Espe, Bookkeeper/Accountant
Teresa Hulse, Administrative Support

Organizations – The Salon Professional Academy is licensed by Barbering and Cosmetology Examining Board, Division of Business Licensure and Regulation, 1400 East Washington Ave., P.O. Box 8935, Madison WI 53708. Telephone 608-266-5511

Rights & Privacy – It is the policy of The Salon Professional Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's right to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Parents/guardians of a minor (or tax dependent) student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

Non-discrimination – The Salon Professional Academy is in compliance with Title IX of the Education Amendments of 1972 and the state of Wisconsin to the extent that no person shall on the basis of race, age, sex, gender, sexual orientation, religion, color, citizenship, national origin, or ethnic origin be excluded from participation in or denied the benefits of, nor be subjected to discrimination under any educational program or activity nor shall there be any discrimination in the enrollment of students.

Accessibility

The Salon Professional Academy is wheelchair accessible and most of our equipment can be adjusted to accommodate wheelchairs/disabilities. The staff evaluates the need for adaptation to disabilities on an individual basis.

Progress Records

We are required to maintain student progress records for a minimum of 3 years. The Salon Professional Academy maintains records indefinitely. Electronic copies are in our database system (SMART). We also maintain paper copies indefinitely, which are locked in a fire proof cabinet in the school's locked office.

Campus Security Update for Staff and Students

The Salon Professional Academy Campus Security Act Information Disclosure:

Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator, administrator or owner immediately. That individual will assist the student or client in reporting to the local police or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators, administrators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime, and that the local police be notified immediately.

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire safety, dangerous weather procedures, etc.

Local police speakers will be scheduled at least once annually for all staff and students.

The local police and the school report the following information for 2007 and 2008: There were no reports of murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, or any other crime involving bodily injury. Also, the police and the school have no reports of illegal weapon possession, drug law violations, or liquor law violations.

REFUND POLICY

ENROLLEE'S RIGHT TO CANCEL

You may cancel this agreement by mailing or delivering a notice to The Salon Professional Academy, 566 Theater Road, Onalaska, WI 54650 before midnight of the third business day after you signed this agreement. "Business day" means any calendar day except Saturday or Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. If you wish, you may use this page as that written notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided to you by the school for your records.

If the Student (or the Student's parent or guardian if the Student is a minor) cancels the enrollment in person or in writing within three business days of the execution of this agreement, all monies paid herein, including the enrollment fee shall be refunded by the Academy to the Student. This policy applies regardless of whether or not the student has actually started training.

If the Student cancels enrollment prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to the Academy, less the enrollment fee of \$150.

In the event the Student begins but does not complete the course, the Student is charged according to Wisconsin law. The Academy will receive or retain tuition as follows:

Percentage of enrollment time	Percentage of total cost of program charged
0 to 4.9 %	20 %
5 to 9.9 %	30 %
10 to 14.9 %	40 %
15 to 24.9 %	45 %
25 to 49.9 %	70 %
50 %	100 %

If the Student has completed 50% of the course hours, no refund is due and all tuition is due.

Students using Title IV funds will follow the above refund policy AFTER the return of unearned Title IV funds calculation has been made. This calculation often results in the Student owing tuition and fees to the Academy.

The Federal return of Title IV funds calculation will be used for Students who have received financial assistance under the Higher Education Act, i.e. Federal Pell Grants or Stafford Student Loans, or Federal PLUS Loans awarded under the Federal Family Education Loan Program.

If the enrollment is terminated during the first 60% of any payment period, the Federal return of Title IV funds calculation will apply. If the Student has completed

60% of the payment period, no refund is due. However, if the Student must terminate due to physical incapacity or the transfer of a spouse's employment, the Student will receive a refund based on the formula(s) above.

If the Student terminates prior to course completion, the Student is assessed a \$ 150.00 termination /withdrawal fee. The student must meet with the Director or the Director of Education in order to withdraw. This meeting must be requested in writing.

Any monies due the Student shall be refunded within 30 days after the Student's last day of attendance or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the Academy that the student will not be returning.

An applicant not accepted by the Academy shall receive a refund of all monies paid including tuition and enrollment fee.

If the Academy is permanently closed and is no longer offering training after a Student has enrolled and begun training, the Student shall be entitled to a pro-rata refund of tuition.

If the course is cancelled after the Student's enrollment, the Academy shall provide a full refund of all monies or provide for completion of the course.

Class Dates and Graduation Dates

Full Time Cosmetology:

Class start date:

March 22, 2010
May 24, 2010
July 26, 2010
September 27, 2010
November 29, 2010

Vacation dates:

October 4-9, 2010
December 6-11, 2010
February 7-12, 2011
April 11-16, 2011
June 13-18, 2011

Graduation date:

April 16, 2011
June 18, 2011
August 20, 2011
October 22, 2011
December 24, 2011

PART TIME CLASSES:

Aesthetics – Evening – 16 hours/week

Class Start Date

July 12, 2010

Graduation Date

April 2, 2011

Nails – Evening – 16 hours/week

Class Start Date

January 31, 2011

Graduation Date

August 20, 2011

Surety Bond Information

For any surety claims regarding bond # 55-194772

Please contact:

United Fire and Casualty
Bond Department
118-Second Ave South East
Cedar Rapids, IA 52407-3909

Phone: 800-553-7937

Fax: 888-603-1732